



---

### Rationale

It is recognized that differences may arise between an employer and employee, including the Local School Council, on the application and interpretation of the Terms and Conditions of Employment or Collective Agreement and on matters of discipline, including suspensions and dismissals.

In keeping with the requirements of government legislation and the tenets of social justice of the Catholic Church, a fair and just procedure must be available to all employees of the Catholic Independent schools.

### Policy

Where an employee feels aggrieved by the action of the employer or an interpretation by the employer of the Terms and Conditions of Employment, the employee will have recourse to a Grievance process.

### Regulation

This applies to all employees not covered by a Collective Agreement:

1. **General Grievance**

- It is recognized that differences may arise between an employee and the employer, or the employer's representative, including the Local School Council, on the application and interpretation of the terms and conditions of employment and on matters of discipline including dismissal and suspensions.
- Where an employee feels aggrieved by the action of the employer or the employer's representative or an interpretation of the employer of the Terms and Conditions of Employment, the employee shall first discuss the matter with the school Principal.
- If, under the circumstances, it is not possible to discuss the matter with the Principal, or where the discussion with the Principal does not resolve the matter to the employee's satisfaction, the employee may discuss the matter with the Superintendent.
- If the informal discussion with the Principal does not resolve the matter, the employee may, within **five (5) working days** of the incident giving rise to the complaint, make a formal written request to the Local School Council for a resolution of the complaint.



- The Local School Council shall respond to the formal request of the employee within **five (5) working days** of its receipt.
- Within **ten (10) days** of receiving the response from the Local School Council the employee may request a review of the matter by the Board of Directors.
- The Board of Directors will respond to the employee within **ten (10) working days** of receiving the request for a review.
- The decision of the Catholic Independent Schools, Board of Directors will be binding on all parties.

2. **Termination of Employment Appeal**

- In the case of termination of employment, the employee may, within **thirty (30) days** of being given notice of termination, appeal the decision of the employer directly to the Catholic Independent Schools, Board of Directors.
- If the Board of Directors upholds the termination, the matter may, at the request of the employee and where the employee agrees to be bound by the result, be submitted to a special appeal tribunal established for this purpose.
- The special appeal tribunal, to be appointed by the Board of Directors, shall include a Director, a pastor, a Principal, an employee and a member at large from the Diocesan community. Members of this appeal tribunal shall not be directly associated with the school involved in the appeal.

Reference:	Approved
	Date Approved:
Cross-reference:	Date(s) Revised: September 2007